
How to file an application for a Special Permit, Variance, or to Appeal a decision of the Chevy Chase Village Manager

At the time of filing an application for a special permit, variance or appeal, a fee will be charged according to the current schedule of fees adopted by the Chevy Chase Village Board of Managers. Checks should be made payable to Chevy Chase Village. The Village will accept the application or appeal only when it contains all pertinent information and is accompanied by the required filing fee.

**There is a fee to file an appeal or application for a special permit or variance.
The fee list is found in Chapter 6 of the Chevy Chase Village Code of Ordinances.**

<p>NOTE: Maryland law regarding ex parte (outside the record) communications requires that all discussion, review and consideration of such matters take place only during the Board's public hearing. Telephone calls and meetings with Board members in advance of the hearing are not permitted. Written communications will be directed to appropriate staff members for response.</p>

Data to Accompany Applications and Appeal

Each application for a special permit or variance and each appeal of a decision of the Village Manager must be accompanied, at the time of its filing, by the following:

1. A completed building permit or tree removal application.
2. A certified copy of a house location survey (plat diagram) showing the location of all existing and proposed structures and the distances of all proposed construction from all applicable property lines. In the case of swimming pools, measurements of the interior dimensions of the pool and all dimensions of any deck shall be shown on the plat.
3. Conceptual or construction drawings showing the appearance of the proposed construction. If trees that are at least twenty-four (24) inches in circumference at four and one-half (4 ½) feet above ground level are to be disturbed during the construction process, they must be noted on the submitted drawings. When fence construction is proposed, a picture of the proposed fence style may be used.
4. For all matters except tree removals and variances and special permits pursuant to Sections 8-22, and 8-26 and Article IV of the Village's Building Code, a copy of the covenants applicable to the property.
5. A statement addressed to the Board of Managers setting forth the basis for the application or appeal. A statement in support of a special permit will set forth all relevant facts and explain how the proposed construction satisfies each of the requirements of Section 8-11

(b) of the Village Code. A statement in support of an application for a variance will set forth all relevant facts and explain how the proposed construction satisfies the requirements of Section 8-11 (c) of the Village Code. For an appeal of a decision by the Village Manager, the statement in support of the materials that the applicant believes may be helpful to the Board in reaching its decision.

Time Requirements

1. An appeal of a decision by the Village Manager arising from the granting or denial of a building permit must be filed within thirty (30) days after the issuance of the decision or notice of the action by the Village Manager. An applicant who is denied a tree removal permit by the Village Manager may appeal the Manager's decision to the Board in writing within ten (10) days of the denial of the application for the permit.
2. The Village office must receive a complete application/appeal, including all documents described above, at least fifteen (15) days before the Board meeting at which the applicant/appellant wishes to be heard.
3. Applications for special permits, variances, and appeals are normally heard at the regular Village Board meeting on the second Monday of each month.
4. At the public hearing, the Board may give the applicant/appellant an indication of its decision. However, a decision is not final until the Board approves a written decision. Such final approval is usually accomplished at the next Board meeting after the initial hearing. Therefore, permits or orders issued pursuant to the Board's decision will not be issued until the written decision is approved.

Procedural Requirements

Applicants should be aware that an affirmative vote of four (4) members of the Board is required to overrule any decision of the Village Manager or to approve any special permit or variance. At the hearing, any party may appear in person or by agent or by attorney. Applicants should become familiar with the pertinent section of the Chevy Chase Village Building Code including Sections 8-11 and 8-12. Applicants are encouraged to inform affected neighbors of the planned project before submitting an application to identify any concerns or problems before the formal application/appeal process begins.

All correspondence should be addressed to:

**Village Manager
Chevy Chase Village
5906 Connecticut Avenue
Chevy Chase, Maryland 20815**